# DHCS
TRAIN THE TRAINERS

2011/2012

PURPOSE OF THIS TRAINING

- Provide an overview of the time survey process to ensure program compliance

- Ensure each participant identifies the actual time performing the MAA activities reported on the time survey

- Provide information to help identify activities that are eligible for federal reimbursement under the MAA program

- Provide Examples of Activity Code Samples
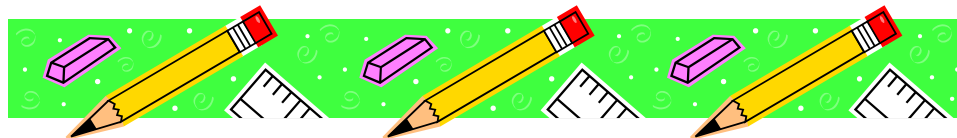
TRAINING AGENDA

- **Time Survey Overview**

- **School-Based MAA Provider Manual Updates**

- **Activity Codes and Samples**

- **15 Minute Break**

- **Site Visit Findings**
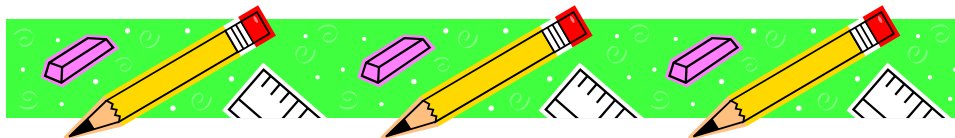
- **Random Moment Time Study (RMTS)**

- **Q & A**
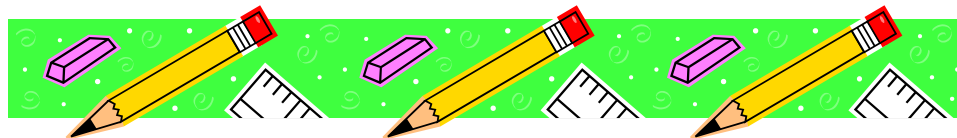
School-Based MAA Time Survey Overview

PURPOSE OF TIME SURVEY

- The time survey is the foundation of MAA claiming:

- The time survey is the basis for claiming federal funds

- The time survey is designed to capture what activities LEAs do on a regular basis.

WHICH LEA STAFF SHOULD TIME SURVEY

Consider two factors:

- Do they perform MAA

- Are appropriate non-federal funds expended to receive federal reimbursement?
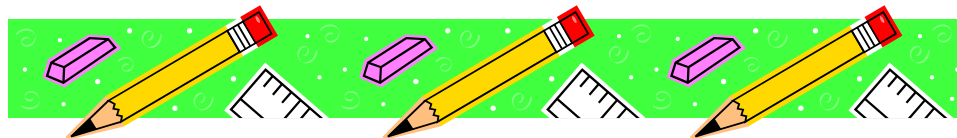
WHICH LEA STAFF SHOULD BE <u>EXCLUDED</u>

Consider two factors:

- Is the position 100% funded out of the Indirect Cost Rate (ICR) Function Codes?
    - Function Codes 7120,7190,7200-7600, 7700, 8100-8400 and 8700.

- Is the position 100% funded out of the below Federal Resource Codes?
    - Function Codes 7120,7190,7200-7600, 7700, 8100-8400 and 8700.

Please note that participants' costs that are partially coded to ICR function and federal resource codes are eligible to be included in the time survey process.
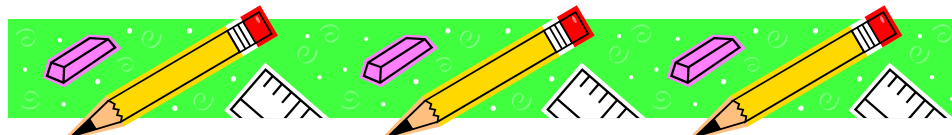
TIME SURVEY PARTICIPATION

- How do LEAs participate in MAA?

- When must staff be trained?
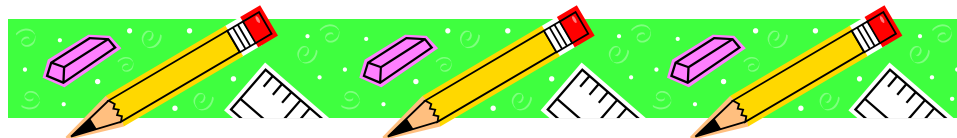
WHEN TO TIME SURVEY

- DHCS randomly selects a time survey week period for each quarter.

- The LEC/LGAs are notified of the time survey dates, via PPL, no later than the first day in May of the first-quarter time survey period and forty five days prior to the beginning of the second, third, and fourth quarters.
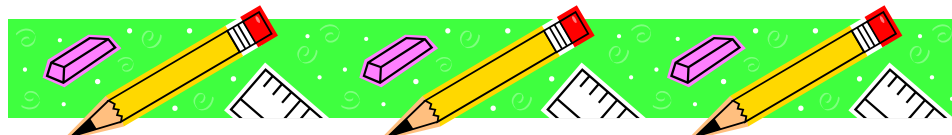
During Time Survey period when students are:

- <u>In session</u>: Time survey for 5 consecutive days, excluding Saturdays, Sundays and holidays.

- <u>Out of session</u>: <u>for 5 consecutive days and fewer than 30</u> calendar days, time survey on the first day school resumes and students are in session.

- <u>Out of session</u>: <u>for 5 consecutive days and continue out of session for 30</u> or more days, time survey on the sixth day school resumes and students are in session.
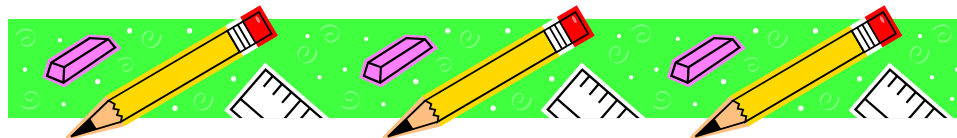
TIME SURVEY REVIEW PROCESS

- 1st review must be conducted by the time survey participant supervisor.
- 2nd review is done by the LEA MAA Coordinator.
- 3rd review <u>must</u> be performed by the LEC/LGA and may not be contracted out.
- It is the responsibility of the LEC/LGA coordinators who sign the invoices and claiming unit functions grid to assure the accuracy of the time surveys.
- On each time survey form the sample descriptions of MAA activities must maintain a minimum of 80% accuracy for inclusion into the invoice.
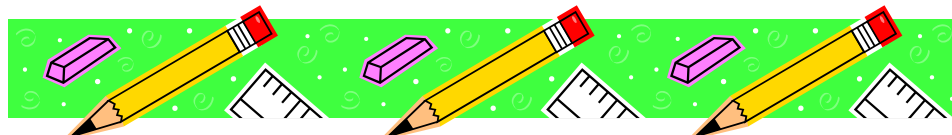
SUPERVISOR REVIEW

- Clean, legible recording of hours or portions of hours for the entire paid workday. Additional and stricken out information is initialed by participant.

- Correct totaling of MAA and non-MAA hours.

- Correct sample descriptions for MAA activities that contain the three W's (who, what & why).

- Time survey sample must be provided for time charged to claimable MAA codes.

- Ensure time survey forms are signed in blue ink and dated by participant and supervisor.

LEA COORDINATOR REVIEW

- Review time survey forms including training dates, job classifications.

- Facilitate participant corrections.

- Review for 80% accuracy of samples, remove surveys that do not meet the 80% accuracy standard.

- Ensure dated signatures are in blue ink.

LEC/LGA COORDINATOR REVIEW

LEC/LGA Coordinators assure the accuracy and reasonableness of time surveys in compliance with the School-Based MAA Manual.

School-Based MAA Manual Updates

UPDATES

- Annual time survey training for those trained the preceding year must be completed before the 3rd time survey week each fiscal year, regardless of the quarter averaged. Staff new to the MAA program must participate in annual training before beginning the time survey. Each time survey participant must complete the required annual training prior to reporting paid time and activities on the MAA Time Survey.

UPDATES

Employee Performing MAA for More Than One Claiming Unit –

- Survey participant completes one original survey for five days.
- Original is clearly marked as such and maintained in one claiming unit audit file.
- Copies are placed in other audit files, with references to location of the single original.

UPDATES

- Unit Review Findings breakdown including Summary of Findings (SOF), Corrective Action Plan (CAP), and Appeal Process.

- The SMAA Unit will now be accepting invoices that include Standard Account Code Structure (SACS) resource code 5640 for Local Education Agency (LEA) provider Medi-Cal administrative services.

UPDATES

- Position costs that are assigned to resources 5640 (LEA Medi-Cal Billing Option) can now be included in all cost pools.

- Camp and Sports Physicals – Activities related to camp and sports physicals are Medically Necessary Interperiodic Health Assessments (MNIHA) and can properly be reported as MAA.

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UPDATES

- Code 8 – Coordinating the delivery of medical/dental/mental health services for children with special/severe health care needs.

- Code 10 – This does not include the costs of the actual transportation service, but rather the administrative activities involved in scheduling or arranging specialized transportation.

UPDATES

- Code 14 – This code should be used by school staff when performing collaborative activities within districts, with community agencies, and with other LEAs associated with the development of strategies to improve the coordination and delivery of Medi-Cal-covered medical/dental/mental health services to students and families.

- Code 14 – Term position descriptions has been changed to duty statements.

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MAA Codes & Samples

CODE 1

School- Related, Educational, and Other Activities (U)

Are activities that do not relate to Medi-Cal, are not administrative in nature or do not meet the definition of the any other code category.

Medi-Cal

CODE 1

Examples of Code 1 Activities

"I enrolled new students and verified mandated immunization and physical health exam requirements were met."

"I attended a meeting with a student's parent and a teacher to discuss academic concerns."

"I reviewed student's cumulative record file to determine need for speech referral."

Medi-Cal

Immunizations

Activities related to immunization requirements for **school attendance** are considered "Free Care" and cannot be billed to Medi-Cal. This service should be claimed to code 1.

Example: Tdap (pertussis) activities are not MAA-reimbursable.

Medi-Cal

CODE 2

<u>Direct Medical Services</u> (U)

Activities that are an integral part of or an extension of a medical service (e.g. student follow-up, student assessment, student counseling, student education, consultation, and student billing activities, including arranging and coordinating IEP meetings).

Medi-Cal

CODE 2

Examples of Code 2 Activities

- Medi-Cal provider directly engaged with student and providing or receiving information about the service being delivered.

- Medi-Cal provider consulting with physician or other medical professional who has written the prescription for their direct service.

- Time spent researching the condition and therapy strategies to use with student.

- Time spent acquiring equipment necessary to implement direct services.

Medi-Cal

Non-Medi-Cal Outreach (U)

Examples of Code 3 Activities

"I presented this week's nutrition session from our district's healthy practices campaign for students and their families."

"I distributed Coalition of Community Clinics flyers, which did not include `Medi-Cal .'"

Medi-Cal

Initial Medi-Cal Outreach
(TM/50-Percent FFP)

This code should be used when performing:

- Initial activities that inform eligible or potentially eligible individuals about Medi-Cal programs, services and how to access them.

- Initial activities include bringing potential eligibles into the Medi-Cal system for the purpose of determining eligibility and initially arranging for the provision of Medi-Cal covered services.

Medi-Cal 29

Code 4
Acceptable Samples

"I attended meeting where new SLP services were added to the a student's plan."

"I referred a student for initial mental health evaluation/services."

"I referred students to internists for sports physicals."

Medi-Cal

30

CODE 4

Corrections

Not allowed

"Attended parent/teacher meeting."

Allowed

"I made an initial referral to a mental health counselor during a parent/teacher meeting."

Not allowed

"Distributed flyers for sports physicals to athletes to the Health Clinic."

Allowed

"Distributed flyers to students that had a list of local health clinics that accept Medi-Cal."

Medi-Cal

CODE 5

Facilitating Application for Non-Medi-Cal Programs (U)

Code 5 should be used by school staff when informing an individual or family about social or educational programs, and referring them to the appropriate agencies.

Examples of Code 5 Activities

"Discussed with teen parent the procedures for getting and completing an application for Women, Infants, and Children (WIC.)"

"Verified a student's continued eligibility for the National School Lunch Program."

Medi-Cal

32

CODE 6

Facilitating Medi-Cal Application
(TM/50-Percent FFP)

Code 6 should be used when assisting individuals in becoming eligible for Medi-Cal/Healthy Families.

Please note: *This activity **does not** include the actual determination of Medi-Cal eligibility.*

Medi-Cal

Code 6
Acceptable Samples

"I reviewed a family's Medi-Cal/Healthy Families application to assure them it was correctly completed.

"I made arrangements for a student's family to receive information and a Medi-Cal/Healthy Families application in Cambodian."

Medi-Cal 34

Corrections

Not allowed

"Discussed with parent the procedures for getting and filling out an application."

Allowed

"Discussed with parent Medi-Cal/Healthy Families eligibility and assisted with the completion of the Medi-Cal application."

Not allowed

"While assisting family with Healthy Families/Medi-Cal application, the parent indicated they did not want to apply for Medi-Cal."

Allowed

"Processed Medi-Cal/Healthy Families applications for student."

Medi-Cal

Corrections (cont.)

Not allowed

"Helped family gather documents to apply."

Allowed

"Helped family gather documents for Medi-Cal/Healthy Families application."

CODE 7

Referral, Coordination and Monitoring of Non-Medi-Cal Services (U)

Staff should use Code 7 when making referrals for coordinating, and/or monitoring the delivery of non-Medi-Cal services, such as educational services.

Example of Code 7 Activity

"I developed a 504 plan to meet the requirements of the Americans with Disabilities Act."

Medi-Cal

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CODE 8

Ongoing Referral, Coordination and Monitoring of Medi-Cal Services (PM/50-Percent FFP)

- Staff should use this code when making ***ongoing*** referrals for, coordinating and/or monitoring the delivery of Medi-Cal covered services.

- This code is used ***after*** an initial referral is made. The referral, coordination and monitoring of activities related to services in an IEP are reported in this code.

- Case Managers billing for TCM in the LEA Medi-Cal Billing Option for IEP case management cannot claim Code 8 or duplicate their time in Code 10 or Code 12.

Medi-Cal

Code 8
Acceptable Samples

"I met with a school nurse and a teacher to review the asthma needs of students in our school to determine whether our school practitioners can meet those needs."

"The principal, school psychologist, school nurse and I were discussing the ongoing mental health issues of a student during a meeting."

Medi-Cal

CODE 8

Corrections

Not allowed

"Attended staff meeting"

Allowed

"A group met to review a student's speech therapy for the next year."

Not allowed

"Spoke to student who needs a physical"

Allowed

"Ongoing referral to a Medi-Cal Clinic for a student in need of non-mandated physical."

Medi-Cal

CODE 9

Transportation for Non-Medi-Cal Services (U)

Staff should use this code when making or assisting an individual to obtain transportation to services **not covered** by Medi-Cal, or accompanying the individual to services **not covered** by Medi-Cal.

Examples of Code 9 Activities

"Arranged for transportation to take students to a school football game."

"Scheduled the transportation for a class to attend a field trip to the zoo."

Medi-Cal

CODE 10

Arranging Transportation in Support of Medi-Cal Services
(PM/50-Percent FFP)

School employees should use this code when **assisting** an individual or family to obtain transportation to services covered by Medi-Cal including:

- Scheduling or arranging of transportation to Medi-Cal covered services.

- The time a transportation supervisor or staff use coordinating IEP transportation

Medi-Cal

42

CODE 10

Not included are the following:

- Providing the actual transportation service.

- Any activity that contributes to the actual billing of transportation as a medical service (such as with the LEA Medi-Cal Billing Option program).

- Accompanying the Student to Medi-Cal covered service.

- Calling 911.

Medi-Cal

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CODE 10

Code 10
Acceptable Samples

"Arranged transportation for a student to receive Speech Services."

"Talked with transportation supervisor about bus changes to a route of a student who receives Occupational Therapy services."

Medi-Cal

CODE 10

Corrections

Not allowed

"Arranging a ride for parents to attend an IEP."

Allowed

"Arranging a ride for a family so student can receive mental health services as part of an IEP referral."

Not allowed

"Arranged transportation for a child to receive services."

Allowed

"Arranged transportation for a child to receive speech and language services at another location."

Medi-Cal

Non-Medi-Cal Translation (U)

Code 11 should be used by school employees who provide translation services for non-Medi-Cal activities.

Examples of Code 11 Activities

"Arranged translation with the secretary to assist a parent with finding childcare services for her children."

"Provided translation for the nurse to inform a student's parent about the mandated vision health screenings provided by the school."

Medi-Cal

46

CODE 12
Translation
(PM/50-Percent FFP)

School employees providing Medi-Cal translation services as a third party to facilitate access to Medi-Cal covered services should use Code 12.

Translation **may** be allowable as an administrative activity if it is not included and paid for as part of a medical assistance service.

Medi-Cal

Code 12
Acceptable Samples

"I translated for a parent and the speech therapist during a meeting where we discussed Medi-Cal covered speech therapy services."

"Translated for Certified Application Assistant, who was working with Spanish-speaking parents applying for Medi-Cal."

Medi-Cal

CODE 12

Corthections

Not allowed

"Translation of IEP."

Allowed

"Translated for the school nurse to the parents on where and how to obtain Medi-Cal services for their child."

Not allowed

"Translation provided at IEP meeting."

Allowed

"Translated between the speech therapist and parent during an IEP meeting."

Medi-Cal

CODE 13

Program Planning, Policy Development, and Interagency Coordination Related to Non-Medi-Cal Services (U)

This code should be used by school staff performing collaborative activities within districts, with community agencies, and with other LEAs associated with the development of strategies to improve the coordination and delivery of non-medical/non-mental health services to students and their families.

Medi-Cal

50

CODE 13

Examples of Code 13 Activities

"Met with the County Office of Education to develop strategies to increase the capacity of tutoring services available to the school district."

"Monitored the need for more student outreach of college awareness and how to be prepared."

Medi-Cal

CODE 14

Program Planning, Policy Development, and Interagency Coordination Related to Medi-Cal Services (PM/50-Percent FFP)

This code should be used by school staff performing collaborative activities within districts, with community agencies, and with other LEAs associated with the development of strategies to improve the coordination and delivery of Medi-Cal-covered medical/dental/mental health services to students and families.

Only employees whose duty statements include examples of program planning, policy development, and interagency coordination should use this code.

Medi-Cal 52

Code 14
Acceptable Samples

"I attended a Principals Meeting to explain the new site-based system of dental services we're able to offer this year."

"I met with Medi-Cal providers to determine their availability to ensure our district's students will have access to Medi-Cal services."

Medi-Cal

CODE 14

Corrections

Not allowed

"Developing strategies for services for families and their children."

Allowed

"Met with County Health Department to develop strategies to increase the capacity of school Medi-Cal health programs."

Medi-Cal

CODE 14

Not allowed

"Worked with a health center to provide services to students."

Allowed

"Worked with health center discussing available medical programs that we can offer to students and families that may not have medical insurance."

Medi-Cal

CODE 15

Medi-Cal Claims Administration, Coordination and Training
(PM/50-Percent FFP)

This code should be used by the LEA, LEC, and LGA coordinators and time survey participants when performing activities that are directly related to Medi-Cal claims administration, coordination and training activities.

Medi-Cal

CODE 15

Code 15
Acceptable Samples

"I reviewed MAA Activity Code descriptions."

"Completed MAA Time Survey form."

Medi-Cal

CODE 16

General Administration/Paid Time Off (R)

[General Administration:](#)

Code 16 should be used for general administration duties that are specific to administrative/clerical activities related to facilities, district functions and operations.

- Reviewing school policies, procedures or rules.

- Evaluation of employee performance.

- Providing general supervision of staff.

Medi-Cal

General Administration/Paid Time Off (R)

Paid Time Off (PTO):

- **Paid** time off is when you are being paid, but you are not at work. This includes paid vacation days, jury duty, sick leave, etc.

- **Unpaid** time off should be left blank on your time survey.

Medi-Cal

Code 16
Acceptable Samples

"I took paid lunch per terms of our district contract."

"Was on paid time off for the week."

Medi-Cal

Corrections

Not allowed

"Read emails."

Allowed

"Read emails about new employee benefits."

Not allowed

"Time off."

Allowed

"Approved paid time off."

Medi-Cal

Activity Code Reminders:

- **The 2011/12 SMAA Manual provides coding tools.**

    - MAA Coding for IEP's and SST's Related to Medi-Cal Services

    - SMAA Code 1 and Code 16

- **Participants who do not have Code 14 in their duty statements may be performing planning and development activities per Code 8 coordination of Medi-Cal services.**

- **Code 4 is an *initial* referral and Code 8 is an *ongoing* referral.**

- **Ask yourself, if it's not MAA reimbursable time, can it be coded to the parallel code?**

Medi-Cal

Site Visit Findings

Time Survey Forms

Top Findings:

1) Narratives are coded incorrectly.

2) Claiming codes 15 and/or 16 with no other reimbursable MAA codes being claimed.

Time Survey Forms

Some other general findings include:

- Activity sample given with no recorded time

- Time recorded with no activity sample

- Incorrect time survey dates

- Corrections and additions need initials

- Acronyms and terms were unclear

Time Survey Forms

Reminders…

1. Sample activity descriptions on each time survey form must maintain a minimum of 80% accuracy.

2. Initial <u>each</u> correction, strikeout, and addition. Whiteout is prohibited.

Operational Plans

- Missing documentation:

    - Duty Statements

    - Source Documentation

    - Copies of Time Cards, Absence Reports and/or Time Sheets

    - Time Survey participant's signature are missing on the TS Training sign-in sheet

    - Restricted Indirect Cost Rates (www.cde.ca.gov/fg/ac/ic/documents)

    - Medi-Cal Percentage

Organizational Tips for Future Site Visits

- Use a Table of Contents and readable tabs

- Include a "Print Name" field on all sign-in sheets

- Arrange Operational Plan by fiscal year using three ring binders

California Department of Education (CDE) - School Fiscal Services Division

2010-11 Restricted Indirect Cost Rates for K-12 Local Educational Agencies - Five Year Listing

Address questions to sacsinfo@cde.ca.gov, or call 916-322-1770

| | | | | APPROVED RATES | | | | |
| | | | | For use with state and federal programs, as allowable in: | | | | |
County Code	LEA Code	Type	LEA NAME	2007-08 (based on 2005-06 expenditure)	2008-09 (based on 2006-07 expenditure)	2009-10 (based on 2007-08 expenditure)	2010-11 (based on 2008-09 expenditure)	2011-12 (based on 2009-10 expenditure)
O1	10017	C	Alameda County Superintendent	8.97%	9.22%	10.07%	9.64%	9.32%
O1	40402	J	Mission Valley ROC/P	0.00%	0.00%	0.00%	0.00%	0.00%
O1	40410	J	Tri-Valley ROP JPA	0.00%	0.00%	0.00%	0.00%	0.00%
O1	40428	J	Eden Area ROP JPA	14.13%	0.00%	0.00%	0.00%	0.00%
O1	40501	J	East Bay ROP JPA	0.00%	0.00%	0.00%	0.00%	0.00%
O1	61119	D	Alameda City Unified	2.84%	3.22%	3.40%	4.02%	5.74%
O1	61127	D	Albany City Unified	3.77%	4.42%	4.21%	4.46%	7.43%

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Medi-Cal Administrative Activities (MAA) Program
Medi-Cal Percentage
Training Unified School District

Region: 12
District CDS: 00000

Quarterly file received:	**2**	**Quarterly file received:**	**4**
Original # in file: (undup)	**1799**	**Original # in file: (undup)**	**1817**
Medi-Cal clients in file:	**713**	**Medi-Cal clients in file:**	**717**
1st Tape Match Percentage:	**39.63%**	**2nd Tape Match Percentage:**	**39.46%**
Use for 1st and 2nd Invoices		*Use for 1st and 2nd Invoices*	

The methodology used for the Medi-Cal percentage is the actual client count. The actual client count is determined by dividing the total number of Medi-Cal clients by the total number of all individuals served by the claiming unit for the applicable quarter.

Random Moment Time Survey (RMTS)

Random Moment Time Survey (RMTS)

- RMTS is an alternate sampling methodology that has been proven to be an accurate and effective way of time surveying.

- Other states across the country have already implemented RMTS as their designated sampling method for claiming MAA.

- CMS approved California's LAUSD RMTS plan as of October 18, 2010.

- Participants record one "moment" at a time.

- Moments are sent electronically to the selected participants.

- A series of three questions are asked for the participant to answer:

  ➢ Who were you with?

  ➢ What were you doing?

  ➢ Why were you doing this activity?

- Participants do not have to attend time survey training because they do not code their own activities.

- Centralized coders read their samples and code the activities to the appropriate MAA codes.
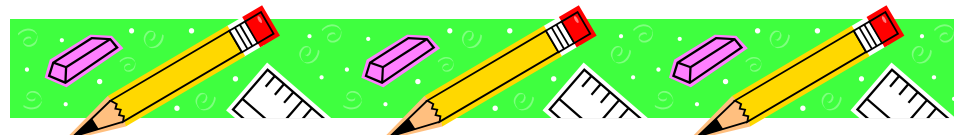
- A <u>moment</u> is equal to a minute in a participant's working day. They may be selected for one moment, multiple moments, or not selected at all within a time survey period.

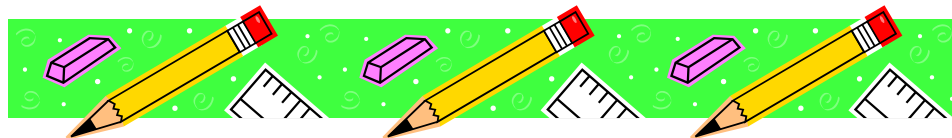- A <u>time survey period</u> is an entire quarter in which students are in session. The summer quarter will always be an averaged quarter.

Continued on next slide ....

- <u>Centralized Coders</u> are designated staff that have been fully trained and have a comprehensive understanding of the MAA activity codes. They are responsible to review all sample moments and charge them to the correct MAA activity code.

- A <u>valid moment</u> is a moment that has been answered and coded to a MAA activity code. The moment must have also been within their paid working hours.

- An <u>invalid moment</u> is a moment that is unanswered or falls outside of a participants paid working hours.
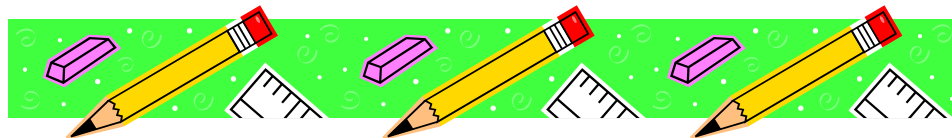
- A minimum sample of 2401 random valid moments must be met each quarter to obtain statistical validity.

- Under the RMTS methodology, Code 15 is discounted at the Medi-Cal percentage rate.

  *The only change to invoice calculations.

- There is a SMAA invoice package specifically for RMTS. Some supporting documents have been slightly altered.

MAA Program Structure

Centers for Medicare and Medicaid Services (CMS)
(Federal Agency that Administers MAA)

CA Department of Health Care Services
(DHCS)
(State Agency that Administers MAA)

Local Governmental Agency
(LGA)

Local Educational Consortium
(LEC)

Local Education Agency (LEA)
School District or County Office of Education

Government Entities

Local Education Agency (LEA)
School District or County Office of Education
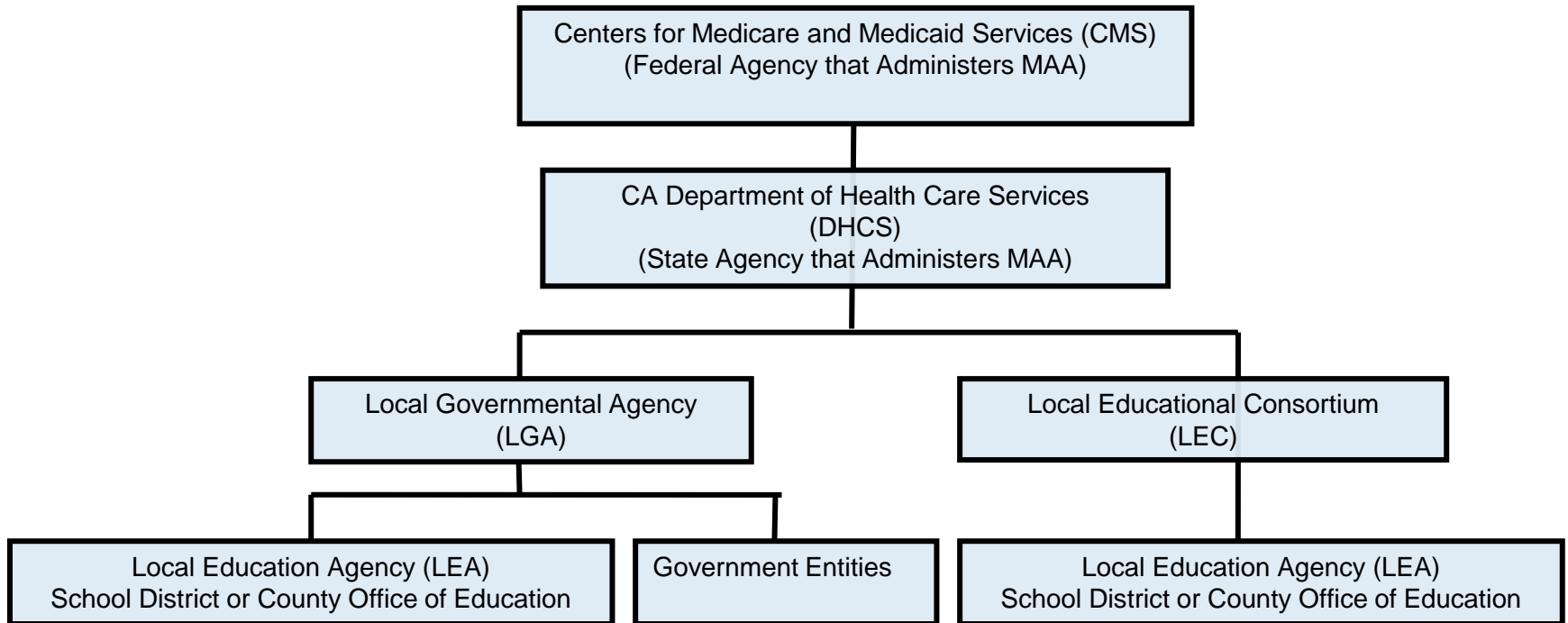
Local Educational Consortium Eleven Regions

REGION	COUNTIES		CONTACT
REGION 1 NORTH COAST	Del Norte Humboldt Lake Mendocino	Sonoma	Greg Englar Sonoma County Office of Education 707.524.2765 genglar@sonomaselpa.org
REGION 2 NORTHEASTERN	Butte Glenn Lassen Modoc Plumas	Shasta Siskiyou Tehama Trinity	Merrilee Johnson Glenn County Office of Education 530.934.6575 ext. 3125 mjohnson@glenncoe.org
REGION 3 CAPITAL SERVICE REGION	Alpine Colusa El Dorado Nevada Placer Sacramento	Sierra Sutter Yolo Yuba	Marjorie Rollins Sutter County Superintendent of Schools 530.822.2945 margier@sutter.k12.ca.us

Local Educational Consortium Eleven Regions

REGION	COUNTIES		CONTACT
REGION 4 BAY	Alameda Contra Costa Marin Napa	San Francisco San Mateo Solano	Michelle Cowart Contra Costa County Office of Education 925.942.5391 mcowart@cccoe.k12.ca.us
REGION 5 SOUTH BAY	Monterey San Benito Santa Clara Santa Cruz		Monica Morgan Santa Cruz County of Education 831.466.5631 mmorgan@santacruz.k12.ca.us
REGION 6 DELTA SIERRA	Amador Calaveras San Joaquin	Stanislaus Tuolumne	Janice Holden Stanislaus County Office of Education 209.238.8820 jholden@stancoe.org
REGION 7 CENTRAL VALLEY	Fresno Kings Madera	Mariposa Merced Tulare	Susan Ellyson Madera County Office of Education 559.662.4671 sellyson@maderacoe.k12.ca.us

Local Educational Consortium Eleven Regions

REGION	COUNTIES	CONTACT
REGION 8 COSTA DEL SUR	Kern San Luis Obispo Santa Barbara Ventura	Ken Gragg and Margaret Roux Kern County Superintendent of Schools 661.636.4356 (Ken) kgragg@kern.org 661.636.4769 (Margaret) maroux@kern.org
REGION 9 SOUTHERN	Imperial Orange San Diego	Annette Jewell Orange County Department of Education 714.708.4982 AJewell@ocde.us
REGION 10 RIMS	Inyo Mono Riverside San Bernardino	Julian Weaver and Janet Crabtree San Bernardino County Superintendent of Schools 760.961.2206 (Julian) jkweaver2@verizon.net 909.433.4742 (Janet) janet_crabtree@sbcss.k12.ca.us
REGION 11 LOS ANGELES	Los Angeles	Cathy Bray Los Angeles County Office of Education 562.922.6144 bray_cathy@lacoe.edu

Local Government Agency

COUNTY	CONTACT
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Fresno	Steve Decker Auditor Controller/Treasurer-Tax Collector 559.488.2925 sdecker@co.fresno.ca.us
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Local Government Agency

COUNTY	CONTACT
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City of Pasadena	Eric Sink Pasadena Public Health Department 626.744.6117 esink@cityofpasadena.net
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Local Government Agency

COUNTY	CONTACT
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Sacramento	Dion Andres Health & Human Services 916.875.1397 andresd@saccounty.net
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Local Government Agency

COUNTY	CONTACT
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